

Section V

Eucharistic Liturgy for Institution of New Court

Catholic Daughters of the Americas

CEREMONIALS

Liturgy for Institution of New Court

SECTION V

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Participants

CHAPLAIN/CELEBRANT

- Ceremonial Coordinator will contact Chaplain/Celebrant to set date and time of ceremony. At this time Chaplain/Celebrant and Ceremonial Coordinator will discuss and decide the type of ceremony to be presented:

Special Liturgy for Parish Church

or

Court Room Ceremony

- Chaplain/Celebrant recommends liturgy to be used, including scriptural readings.
- If he so desires, a theme for the occasion may be recommended.
- He may assist Ceremonial Coordinator with selection of hymns and special General Intercessions (Prayer of the Faithful).
- CDA ceremonials suggest scriptural readings be read by court officers; however, Chaplain/Celebrant may wish to use Liturgical Ministers if ceremony is a regularly scheduled liturgy.
- CDA ceremonial for Reception of New Members suggests new members received immediately following homily. At a regularly scheduled litany, Chaplain/Celebrant may choose to have the new members received following the closing prayer.
- CDA ceremonial for Installation of Officers suggests officers be installed immediately following homily. At a regularly scheduled litany, Chaplain/Celebrant may choose to have the new members officers installed following the closing prayer.
- Suggestions for processional and recession are outlined for the various ceremonials. Chaplain/Celebrant should advise Ceremonial Coordinator of any changes he may wish to make.
- National Chaplain's Message should be given to Chaplain/Celebrant at this scheduled meeting so that he may have the option of including the contents as part of his homily.
- It is our responsibility, as Catholic Daughters, to work hand in hand with the clergy in the preparation of our ceremonials so as to reflect the true and spiritual meaning of our organization.

CEREMONIAL COORDINATOR

- Consult with Court Regent and Membership and Extension Chairman to select several dates and times for the respective ceremony for consideration by the Chaplain/Celebrant.
- Meet with Chaplain/Celebrant to discuss date, time and liturgical preparation for ceremony.
- Chaplain/Celebrant may wish to have Ceremonial Coordinator assist in selection of hymns and special General Intercessions (Prayer of the Faithful).
- Meet with Choir/Organist to prepare hymns for ceremony.
- Where no District Deputy/State Representative is appointed by State Regent, the Ceremonial Coordinator should assume assignments outlined for District Deputy/State Representative.
- Furnish readers with copies of the readings prior to rehearsal for ceremony.
- The Blessed Mother statue, flowers and five (5) candles (candles in a candelabra or vigil light candles) should be easily accessible to the new officers for the Installation Ceremony.
- Welcome everyone at the opening of the ceremony and read the General Intercessions (Prayer of the Faithful).
- See that necessary seats for all participants are reserved and properly marked.

DISTRICT DEPUTY/STATE REPRESENTATIVE

- Stay in close contact with Regent and/or Ceremonial Coordinator to assist in making all necessary plans and/or changes as suggested by the Chaplain/Celebrant.
- Rehearse with Court Officers prior to Receptions, Installation, and Institution so that all participants are aware of their responsibilities and will present a memorable ceremony for those in attendance. *Refer to page 5 for instructions on Processionals, Seating Arrangements and Recessionals.*
- Be present early on the day of ceremony to assist with line up and last minute details.
- At the appropriate time during ceremony, describe robes of all officers present.
- After Reception of New Members, remind Financial Secretary that applications are to be completed and signed and mailed to National Office within five days of reception, the second copy (yellow) is to be mailed to the State within five days of reception.

MEMBERSHIP AND EXTENSION CHAIRMAN(RECEPTION OF NEW MEMBERS)

- Prepare candidates, advising them of date and time of reception.
- Greet and familiarize candidates with procedure for procession and their participation during the Liturgy.
- Escort candidates in procession for Reception Ceremony.

REGENT

- Consult with Ceremonial Coordinator and Membership and Extension Chairman regarding dates, times and plans for ceremonies.
- Contact District Deputy/State Representative to notify her of date and time of specific ceremony and set date for rehearsal.
- Become familiar with ceremonial scripts.

VICE REGENT

- Read First Reading and Responsorial. (Exception: Ceremonial Coordinator advises that Liturgical Minister will read readings; Responsorial is to be sung by Choir/Organist.)

RECORDING SECRETARY

- Read Second Reading. (Exception: Ceremonial Coordinator advises there will be no second reading or that Liturgical Minister will read this reading.)

GIFT BEARERS

- Financial Secretary and Treasurer (Exception: If there is to be no second reading, Recording Secretary is to be included as a Gift Bearer.)

COLOR GUARD

- Three members

BANNER BEARERS

- Three members

Ceremonial Dress Code

NATIONAL, STATE, AND LOCAL COURT OFFICERS

- Robes are to be worn with dignity and respect.
- Robes are to be **eleven inches** from floor (this is accomplished by hemming robe wearing the white shoes you will be wearing for the ceremonials). Please remember **dress must be shorter than robe.**
- **WHITE shoes** are to be worn with robes at all times. Wear white or light colored stockings- no black, off black or navy blue.
- Robes are to be clean and well pressed.
- **No** earrings are allowed (not even small ones). Rings and watches are allowed with robes.
- Handbags are NOT to be carried when in procession with robe.
- Slacks are NOT to be worn with robes at any time.

CEREMONIAL COORDINATOR AND MEMBERSHIP AND EXENSION CHAIRMAN

- White Dress and Whites Shoes are to be worn when participating in ceremonials.

COLOR GUARD AND BANNER BEARERS

- White Dress, White Shoes and White Gloves will be worn by Color Guard and Banner Bearers.
- Red, White, and Blue shoulder ribbons will be worn by Color Guard, except for flag bearer. Ribbons will be worn left shoulder to right hip,(red next to the neck) with blue on top.
- If it is not possible to secure three members for Banner Bearers, it will be permissible to use one member, dressed in white, carrying the banner.

Processionals, Seating Arrangements, and Recessionals

- Members and guests are seated before the procession enters.
- Proper advancement of the colors – Color Guard carries the Flag of the United States to its own right, right hand up on the staff. United States Flag should never touch the floor or ground.
- When Membership and Extension Chairman and candidates reach the head of the aisle, the Membership and Extension Chairman turns to face candidates as they turn left to proceed to side aisle to be seated; she assists candidates to be seated (beginning second pew on left). Membership and Extension Chairman is seated with candidates.
- When Color Guard and Banner Bearer and Guides reach the head of the aisle, Color Guard turns left and Banner Bearer and Guides turn right, proceed to respective standards, then turn and face congregation. When all in procession are in their places, Color Guard and Banner Bearer and Guides place the flag and banner in standards. The Flag of the United States is posted first. The Flag Bearer takes one step forward, places Flag in standard, takes one step back (returning to position even with Color Guard), then all three salute and wait, facing flag, while Banner Bearer and Guides post the banner. All six turn and go to their places in the left and right front pews.
- If National and/or State Officers are present, it is suggest they extend the sign of peace to the new members.
- **ORDER OF PROCESSION**

RECEPTION OF NEW MEMBERS

Cross Bearer
Color Guard
Banner Bearer and Guides
Membership & Extension Chairman
Candidates – (Double File)
Treasurer – Financial Secretary
Recording Secretary – Vice Regent
Regent
Presiding District Deputy/State Representative
State Officers (Double File)
National Officers (Double File)
Clergy

- **ORDER OF RECESSION**

RECEPTION OF NEW MEMBERS

Cross Bearer
Color Guard
Banner Bearer and Guides
Clergy
National Officers (Double File)
State Officers (Double File)
Presiding District Deputy/State Representative
Regent
Vice-Regent – Recording Secretary
Financial Secretary – Treasurer
Candidates
Membership & Extension Chairman

- **ORDER OF PROCESSION**

INSTALLATION OF COURT OFFICERS

Cross Bearer
Color Guard
Banner Bearer and Guides
Treasurer – Financial Secretary
Recording Secretary – Vice Regent
Regent
Presiding District Deputy/State Representative
State Officers (Double File)
National Officers (Double File)
Clergy

- **ORDER OF RECESSION**

INSTALLATION OF COURT OFFICERS

Cross Bearer
Color Guard
Banner Bearer and Guides
Clergy
National Officers (Double File)
State Officers (Double File)
Presiding District Deputy/State Representative
Regent
Vice-Regent – Recording Secretary
Financial Secretary – Treasurer

NOTE: If Past State and National Officers are present, they are escorted to a special reserved seat before the Procession begins.

DESCRIPTION OF ROBES

By District Deputy/State Representative

Please Note: Only describe robes of National and State Officers present.

The colors of the officers' robes of the Catholic Daughters of the Americas for National, State and Local Court Officers are the Church colors of gold and white, and the colors of our Order: gold, white and purple.

NATIONAL OFFICERS ROBES

The robe(s) of the National Regent, Name , National Regent Elect, Name , the First Vice National Regent, Name the Second Vice National Regent, Name , is/are white with stole(s) of gold.

The robe of the National Secretary Treasurer, Name , is white with a stole of blue.

The robe(s) of the National Director(s), (give the name of any Director present), is/are white with stole(s) of purple.

The white emphasizes loyalty; the gold – integrity; the blue – patriotism; the purple – willingness of the officers to make sacrifices through service.

The emblem on the sleeve(s) of the National Officer(s) and the National Director(s) robe(s) is/are the official symbol(s) of our Order – The Cross and Crown.

STATE OFFICERS ROBES

The robe of the State Regent, Name , and the First Vice State Regent, Name , is/are gold with a white stole.

The robe of the Second Vice State Regent, Name , is liturgical red with a stole of gold.

The robe(s) of the State Secretary, Name , and the State Treasurer, Name , is/are the patriotic color blue, with gold stole.

The emblem on the sleeve of the State Officer(s) robe(s) is/are symbolic of her/their official duties.

The robe of the District Deputy/State Representative (which I am wearing) is black and white with a stole of red.

LOCAL COURT OFFICERS' ROBES

The penitential color purple is included in the robes of the two principal Court Officers, those of the Regent, Name , and the Vice Regent, Name .

The robes of the Recording Secretary, Name , the Financial Secretary, Name , and the Treasurer, Name , are the patriotic colors of red, white and blue.

The emblems on their sleeves symbolize the respective duties of these officers and their cooperation with one another.

In addition to these officers, there are many Chairmen and committees working on the projects and programs of our Order. Join them; become active, enthusiastic members so that you will get from your membership the greatest possible return and satisfaction.

Officers, you may be seated.

Welcome to the Catholic Daughters of the Americas.

National Chaplain's Letter

EUCCHARISTIC LITURGY

Institution of a New Court

The Institution of a New Court involves:

- The reception into the Order of its members
- An institutional meeting to:
 - Elect officers
 - Set date and time of meetings
 - Set the place where meetings will be held
 - Set dues
 - Select the financial institution (bank) to be used by the court
- Installation of the Newly Elected Officers

The name of the court and the institution date must be selected prior to the institution of the new court so that National may approve the use of the name and issue a Court Number for the new court. This is done at an organizational meeting where a majority of the candidates are present. At that time, a first, second, and third choice of name is selected along with several dates for the institution.

The Ceremonial Coordinator of the court hosting the institution, or a member of a State Membership & Extension Team should then schedule a meeting with the Pastor of the Parish Church so that he may advise which date would be most appropriate.

The presiding officer for the Institution meeting and the Installation of Officers may be:

National Officer
State Regent
State Officer
District Deputy/State Representative

Ceremonial Coordinator

Prior to the Entrance Hymn, Ceremonial Coordinator is to welcome all in attendance, extending an invitation to all to participate in the reception of new members and institution of a new CDA court.

Procession begins – once everyone is in their places, Chaplain/Celebrant begins Eucharistic Liturgy.

Immediately following Homily (see page 1, Section V for exception), REGENT receives new members:

Would those ladies who have chosen to become members of the Catholic Daughters, please come forward when your name is called.

Read Names

My dear Catholic women:

It is a pleasure to welcome you as members of Court _____, # _____, of the Catholic Daughters of the Americas. Your desire to be a member is a sign of your commitment as a Christian. As members of the Catholic Daughters, we endeavor to show, by the witness of our lives and the service of our organization, our faith in Christ and in the Church of which we are members, and to seek, as Americans, to uphold all in our country that is of God and expressive of Christian values and teaching.

Will the new members please repeat after me:

WE GLADLY ACCEPT MEMBERSHIP IN THE CATHOLIC DAUGHTERS OF THE AMERICAS/ AND THROUGH THE PRESENCE OF THE SPIRIT IN OUR LIVES,/ DEDICATE OURSELVES TO THE WORK OF THIS ORGANIZATION/ TO FOSTER UNITY AND CHARITY AMONG ALL MEN AND WOMEN/ THROUGH THE LOVE OF GOD.

You may be seated.

Liturgy continues

General Intercession (Prayer of the Faithful)

Ceremonial Coordinator reads: *We have suggested three petitions and request that Ceremonial Coordinator, along with the assistance of Chaplain/Celebrant, write additional petitions to fit the occasion, the Liturgical Season, the Church Community, etc.*

Please respond after each petition: **Grant this O Lord.**

Grant to all who seek Your guidance, and to all who are lonely, anxious or despondent, a knowledge of Your will and an awareness of Your presence. **Grant this O Lord.**

Grant your healing grace to all who are sick, injured, or disabled, that they may be made whole. **Grant this O Lord.**

That our Order may be good, that it may contribute to the benefit of Catholic womanhood, that it may spread Unity and Charity among our members.

Grant this O Lord.

Presentation of the Gifts:

Financial Secretary and Treasurer (see Gift Bearers, Page 3, Section V)

Dismissal Rite (end of Liturgy):

Regent should come forward as soon as Chaplain/Celebrant gives final blessing and be prepared to invite everyone to remain for the Institution Ceremony and the Installation of Officers.

We dedicate this ceremony to our Blessed Lady; for she is to each of us a model of Christian life and of what womanhood represents. Mary is our spiritual Mother and the patroness of our Order. As Mother of God and Queen of Heaven, she is the example of what each Christian woman hopes to become. Mary, a prayerful woman, is a woman dedicated to the service of God and others. We learn from Mary the meaning of true devotion to God and love of neighbor.

As we dedicate this day to Mary, let us today pray with her and each other that we will discover within ourselves and around us the effective way to serve God and our neighbor through gifts of Charity, which is the bond of Unity and Charity, our Motto.

Let us not fail to remember to thank God for the Gift of His Mother and for the many gifts represented in and by Christian Womanhood.

Our District Deputy/State Representative, _____, will describe the robes our Officers are wearing and the symbolic meaning of each. (See pages 9 and 10, Section V)

Following the description of robes, Regent welcomes new members:

My dear members, we welcome you to the Catholic Daughters of the Americas. It is our hope that you will be active members, sharing your talents and experiences in the promotion of our many programs.

At this point, the Institution Meeting takes place.

Regent: We will proceed to the Institution Meeting of Court _____, # _____ and call upon State Regent _____, (or Presiding Officer) to conduct this meeting.

Presiding Officer:

This meeting will please come to order.

This meeting of the Catholic Daughters of the Americas is for the institution of Court _____, # _____ in _____.

The _____ Secretary will take the minutes of this meeting. (The State Secretary or the Recording Secretary of host court is to take minutes.)

In conjunction with the institution of this Court, motions will be required for setting the date, time and meeting place, the amount of dues, the financial institution to be used, and to elect the officers who will serve the new court.

Member: (*Stand*) Worthy State Regent, _____, I move that this Court hold its meetings on ____ day of each month at _____(PM) (AM), in the hall/meeting room.

(Another member stands and seconds motion.)

Presiding Officer:

A motion has been made and seconded that this Court meet on the ____ day of each month at _____(PM) (AM), in the hall/meeting room.

Is there any discussion? All in favor of the motion for this Court to meet on the ____ day of each month at _____(PM) (AM), in the hall/meeting room, please say "AYE."

Those opposed, say "NO."

The motion is carried.

Member: (*Stand*) Worthy State Regent, _____, I move that the membership dues of this Court be set at \$_____ per year per member.

(Another member stands and seconds motion.)

Presiding Officer:

A motion has been made and seconded that the membership dues of this court be set at \$_____ per year per member. Is there any discussion?

All in favor of the motion to set the dues of this court be set at \$_____ per year per member, please say "AYE."

Those opposed say "NO".

The motion is carried.

Member: (*Stand*) Worthy State Regent, _____, I move that _____ (Financial Institution) _____ be used as the court's bank depository.

(Another member stands and seconds motion.)

Presiding Officer:

A motion has been made and seconded that this Court establish a bank depository at the _____. Is there any discussion? All in favor of the motion to use _____ as the court's bank depository, say "AYE." Those opposed say "NO."

The motion is carried.

Presiding Officer:

We will now proceed to the election of officers for this Court.

Nomination for the office of **REGENT** is now open.

(Nominations from the floor are not seconded.)

Member: (*Stand*) I, _____, nominate _____ for the office of REGENT.

Presiding Officer:

Are there any other nominations?

Nomination for the office of **VICE REGENT** is now open.

Member: (*Stand*) I, _____, nominate _____ for the office of VICE REGENT.

Presiding Officer:

Are there any other nominations?

Nomination for the office of **RECORDING SECRETARY** is now open.

Member: (*Stand*) I, _____, nominate _____ for the office of RECORDING SECRETARY.

Presiding Officer:

Are there any other nominations?

Nomination for the office of **FINANCIAL SECRETARY** is now open

Member: (*Stand*) I, _____, nominate _____ for the office of **FINANCIAL SECRETARY**.

Presiding Officer:

Are there any other nominations?

Nomination for the office of **TREASURER** is now open

Member: (*Stand*) I, _____, nominate _____ for the office of **TREASURER**.

Presiding Officer:

Are there any other nominations?
Are there any nominations for any office?
Hearing none, the Chair declares nominations closed.

We will now proceed to the election of your officers.

All those in favor of

- _____ for Regent
- _____ for Vice Regent
- _____ for Recording Secretary
- _____ for Financial Secretary
- _____ for Treasurer

Please say "AYE."

Those opposed say "NO."

The "AYES" have it and you have elected your officers to serve Court # _____ as the first officers of this court. There being no further business, this meeting is adjourned. We will not proceed with the installation of these newly elected officers.

The Officiating Officers and the newly elected officers of Court _____, # _____, will retire to prepare for the Installation Ceremony.

Officiating Officers and newly elected officers retire to the back of church. Newly elected officers are assisted in the proper advancement for the installation ceremony. They return down center aisle to front center (forming a semi-circle facing altar) at which time the officiating officers return to their seats and the newly elected officers remain to be installed.

Presiding Officer:

I call upon the elected officers of Court _____, # _____, To come forward and pledge their allegiance to the Catholic Daughters of the Americas, to our Church and to our Country. Newly Elected Officers, are you ready to assume the office to which your Court has elected you, and to pledge your fidelity and services at the highest level, to your Order, your Country, your Church, and to your God?

Officers We are.

Please repeat after me the following commitment:

WE, THE ELECTED OFFICERS OF COURT _____, # _____, / FREELY ASSUME THE RESPONSIBILITIES ENTAILED / BY HOLDING OFFICE IN THIS COURT. / FURTHER, WE PROMISE TO ACT TOGETHER / IN HARMONY AND COOPERATION WITH ONE ANOTHER / AND WITH THOSE IN AUTHORITY / AT THE STATE AND NATIONAL LEVELS OF THE ORDER. / IN THIS RESOLVE, WE HUMBL Y ASK THE DIVINE HELP / OF THE HOLY SPIRIT OF GOD.

Presiding Officer:

Your Excellency, Reverend Monsignor, or Reverend Father, I present to you for your guidance and blessing, these officers of Court _____, # _____.

Let me present the newly elected Treasurer of the Court, _____.

(Treasurer lights candle, goes to center and faces celebrant.)

Celebrant **The office of Treasurer is important. It is the Treasurer who can best advise the Regent and other officers of the Court's financial resources and the extent to which they can project their involvement in view of the material assets of the Courts. I now install you as the Treasurer of this Court.**

(Treasurer returns to semi-circle.)

Presiding Officer:

Let me present the newly elected Financial Secretary of the Court,
_____.

(Financial Secretary goes to light candle, goes to center and faces celebrant)

Celebrant

To you is entrusted the duty of maintaining records of membership and business transactions of your Court. You should be ready at all times to submit a complete and accurate account of membership, finances and any other items of information pertinent to this office. The proper fulfillment of your duties and services rendered are vital to the life of this Court. I now install you as Financial Secretary of your Court.

(Financial Secretary returns to semi-circle)

Presiding Officer:

Now let me present the newly elected Recording Secretary, _____
_____.

(Recording Secretary lights candle, goes to center and faces celebrant.)

Celebrant

You will be writing an important document in your Court – its history – the story of its life, activities, and accomplishments. Years from now your records will be the document the court will use to reviews for its history. As Recording Secretary, you must aim to be as accurate as possible noting everything that is pertinent to the courts history.

(Recording Secretary returns to semi-circle.)

Presiding Officer:

Now let me present the newly elected Vice Regent, _____
_____.

(Vice Regent lights candle, goes to center and faces celebrant.)

Celebrant

You have been elected to the second highest office in your Court and you must be ready to assist the Regent in all endeavors. You must be prepared to assume the duties of the Regent when the need arises. Therefore, it is most important that you have a thorough knowledge of our Bylaws as well as parliamentary procedure. I now install you as the Vice Regent of your Court

(Vice Regent returns to semi-circle.)

Presiding Officer:

I now have the honor of presenting the newly elected Regent of Court
_____.

District Deputy/State Representative

I now have the honor of presenting the newly elected Regent of Court
_____.

(Regent lights candle, goes to center and faces celebrant.)

Celebrant You have been elected to the highest office of this Court. The special character of this office is that the Regent is the direct representative of both the State and National Regents, committed to carry out the State and National Programs in harmony with their directives.

As Regent, you shall preside at meetings, enforce the rules and regulations of the Local Court and the Bylaws of the Order. You must strive to preserve the important traditions of the Catholic Daughters of the Americas but should not be afraid to venture into new areas which will add to the interest and progress of the Court program.

May the spirit of God guide you and may you be blessed with loyalty, devotion, and cooperation of all the members who have placed their confidence in you.

(Give gavel to New Regent)

I present you with this gavel, which is a symbol of your authority. Use it wisely, justly, and charitably. May you, your officers, and members enjoy peace and harmony.

I now install you as Regent of your Court.

(Regent returns to semicircle.)

(Celebrant will give the officers his blessing.)

Presiding Officer:

I now ask the members of Court _____ to stand and pledge your support to your newly installed officers.

Officers, please face the members to receive their pledge of confidence.

Members, please repeat after me:

WE, THE MEMBERS OF COURT _____,
_____ / ONE IN UNITY AND LOVE / PLEDGE OUR
ALLEGIANCE TO OUR CHURCH, OUR COUNTRY, / TO THE CATHOLIC
DAUGHTERS OF THE AMERICAS / AND TO OUR NEWLY INSTALLED
OFFICERS. / WE PROMISE TO DO ALL WE CAN / FOR THE GOOD OF
THE ORDER BY OUR SUPPORT.

Officers may now return to their seats.

At the conclusion of this ceremony, the Presiding Officer introduces the Regent of the new court to address those in attendance, invites the highest dignitary present for a message, and invites everyone to meet the new court members at a reception, etc.

Note: If the institution procedures and installation of officers is not permissible following the liturgy, the ceremonies may be held in a meeting room or hall.

Instructions given are basic instructions only. Local conditions may require modifications.